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Note: Blue steps must be completed each time you start and conclude the walkthrough process

Introduction

- Differences between Gates and eWalk
 - Flexible
 - User have the ability to create and use multiple templates, multiple reports from multiple time periods
 - Multiple users
 - Allows unlimited walkthrough users
 - Web based
 - The entire process and data is housed on a Media-X server

Finding eWalk on Pocket PC

A shortcut has been created on your Pocket PC that will allow you to access eWalk on your Pocket PC

Push the last round button located at the bottom of your Pocket PC



Note: If eWalk is not launched try the other buttons

Media-X Login

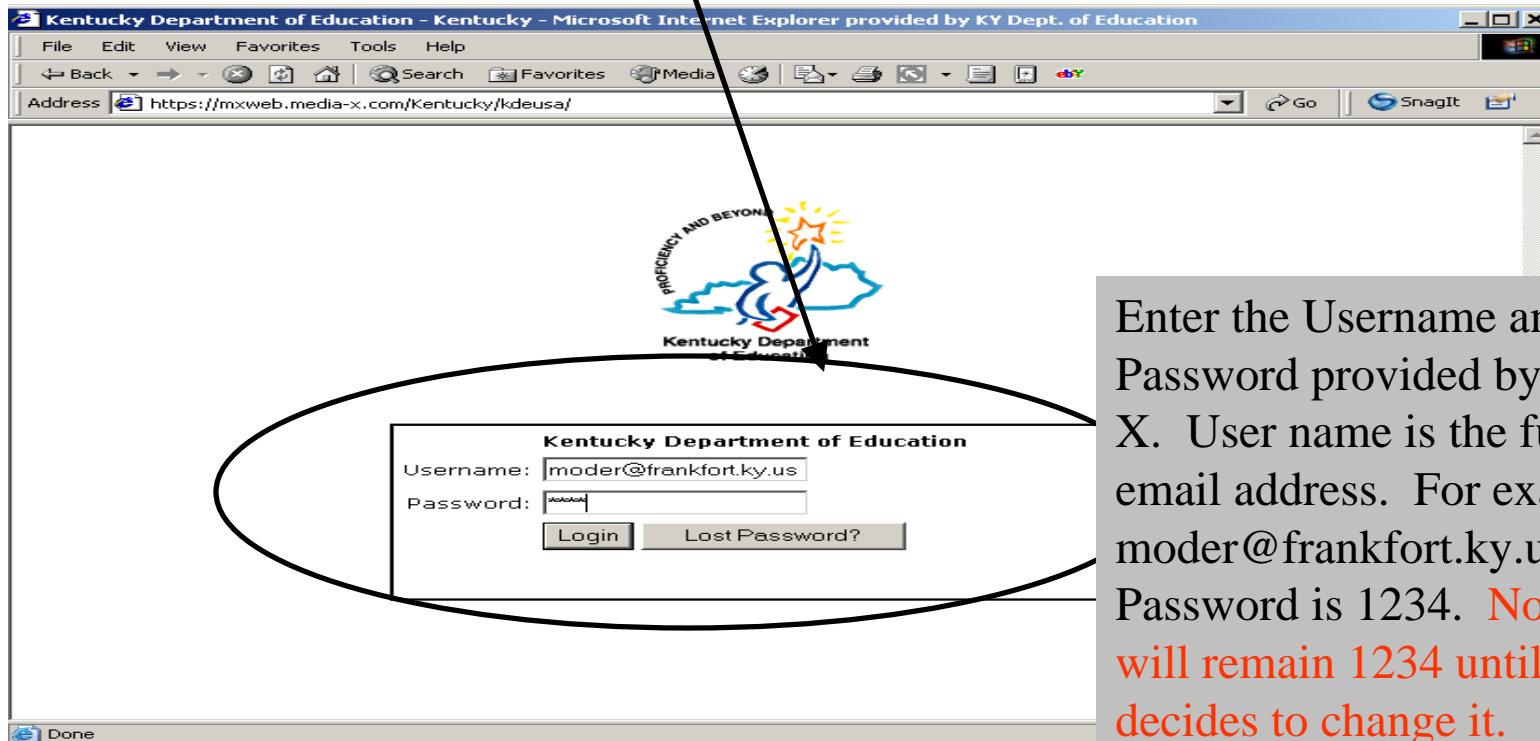
On Desktop

Capitalize in
Kentucky

1. In browser type: <https://mxweb.media-x.com/Kentucky/kdeusa>

2. Enter User Name and Password

Make sure you type **https**



Kentucky Department of Education

Username: moder@frankfort.ky.us

Password: 1234

Login Lost Password?

Enter the Username and Password provided by Media-X. User name is the full work email address. For example, moder@frankfort.ky.us. The Password is 1234. **Note: This will remain 1234 until users decides to change it.**

mxWeb Opening Screen

The screenshot displays the mxWeb opening screen, which is part of the Media-X Systems™ suite. The interface features a purple header bar with the 'mxweb™' logo on the left and 'Logout' and 'Help' links on the right. Below the header is a green bar with the 'mxWeb' text. The main content area is divided into several sections: 'System Functions' (purple bar), 'Products' (purple bar), and 'News' (green bar). The 'System Functions' section contains icons for 'Profile', 'Settings', 'Comment Builder', and 'Help Manuals'. The 'Products' section contains a large 'eWalk™' logo. The 'News' section contains a headline 'What do you think of mxweb?' dated 'Feb. 15, 2006' and a sub-headline 'Tell us what you like and what needs to be improved.' Below the 'System Functions' section is a blue bar labeled 'Admin Functions', which contains a 'User Group Editor' icon and a 'Site Manager' icon. Annotations with yellow boxes and black arrows point to various elements: 'User role assignment' points to the 'Settings' icon; 'Language and font settings' points to the 'Help Manuals' icon; 'Home base for walkthroughs' points to the 'eWalk™' logo; 'Searchable help' points to the 'Help Manuals' icon; 'Builds a bank of comments that can be added to any template' points to the 'Comment Builder' icon; 'Builds user groups for easier sharing' points to the 'User Group Editor' icon; and 'Management of roles and members' points to the 'Site Manager' icon.

Media - X Systems™

mxweb™

Logout

Help

mxWeb

System Functions

Products

News:

[What do you think of mxweb?](#)
Feb. 15, 2006

Tell us what you like and what needs to be improved.

Profile

Settings

Comment Builder

Help Manuals

eWalk™

User Group Editor

Admin Functions

Site Manager

User role assignment

Language and font settings

Home base for walkthroughs

Searchable help

Builds a bank of comments that can be added to any template

Builds user groups for easier sharing

Management of roles and members

Entering Teachers on Desktop

On mxWeb page

1. Click Site Manager

2. Click on your school name

3. Click Member

4. Click Create Member

mxWeb

System Functions

Profile Settings Comment Builder Help Manuals

User Group Editor

Admin Functions

Site Manager

jfields@kde.state.ky.us
Admin
Apply Site Permissions

mxWeb > Site Manager

Site Manager

Site	Period	Grade	Subject
Member	Course & Class	Data Set	

Your school

mxWeb > Site Manager

Site Manager

Site	Period	Grade	Subject
Member	Course & Class	Data Set	

★ Create member View inactive members

⊕ Administrator

⊕ Principal

⊕ Teacher

Entering Teachers on Desktop

Demo School: 2004

Cancel Save

New Member

Parent site: Demo School

Type:

User account:
(optional)

☐ Use same profile as user account

Primary ID:

Email:

Personal Information

First name:

Last name:

Gender: ☐ Male ☐ Female

Title:

Salutation:

5. Select Member Type

6. Enter Email Address

7. Enter First Name

8. Enter Last Name

9. Select Gender

10. Click Save

Downloading Files onto the Pocket PC

You should be on mxWeb page on your Desktop

1. Click eWalk



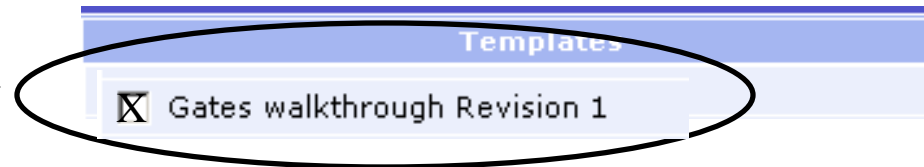
2. Click Setup



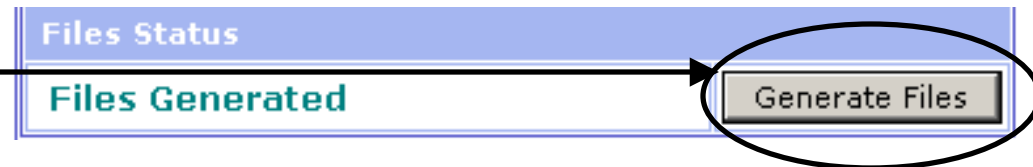
3. Click Generate Files



4. Select Template



5. Click Generate Files



This moves files onto the Pocket PC

Downloading Files onto Pocket PC

You will now be on your Pocket PC-make sure it is in the cradle

1. Push your shortcut button



2. Tap Upload/Download

New walkthrough

Review walkthroughs

Upload/Download

Quit

3. Select Subject and Comment boxes

Download

4. Tap Download

Download Template files generated and:

☐ Download Subjects (Staff, Students etc.)

☐ Download Comments from Comment Library

Files will begin downloading-this will take a minute or more.

5. Wait for screen to display DONE

6. Tap Return

Return

Conducting Walkthroughs

Remove Pocket PC from cradle

1. On Pocket PC Main Menu screen tap New Walkthrough

2. From Template category and in dropdown Tap All

3. Tap highlighted All

4. Tap new Dropdown

5. Tap Template to be used

6. Tap staff member

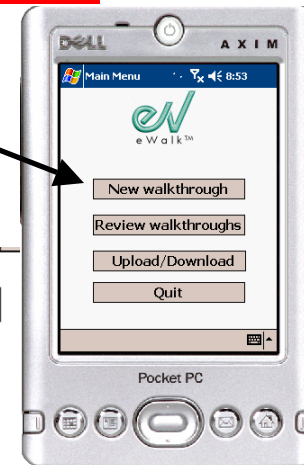
1. Select template category:

All

2. Select template:

Gates walkthrough Revision 1

Aaron, Hank
Alexande, Shari
Crouse, Michael
Doe, John
Farris, Rothel
Fields, John
Fields, Vicki
Figgs, Greg
Floyd, Tommy
Floyd, Tommy
Hamann, Paul
Hancock, Dennis



You should now see a screen with the staff members name, date, time and some other information.

Conducting Walkthroughs Explanation Screen

- Staff Name: Stanley, Ralph

- Title: WT-7:38:00 AM

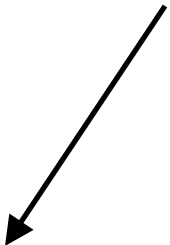
- Date: 9:17/05

- Start: 7:38:00 AM


End:

- Label

Stamped when
walkthrough is
complete



When building a template add label explanation. For example, 5th grade or science. This will be explained in more detail in the template building section.



1. Tap Proceed (This will take a few seconds as records are being built. When completed you will see page one of your walkthrough.)

Icon Explanation from Pocket PC

Lets you select page of walk through

Time stamps end of walkthrough. Once tapped you will return to opening page

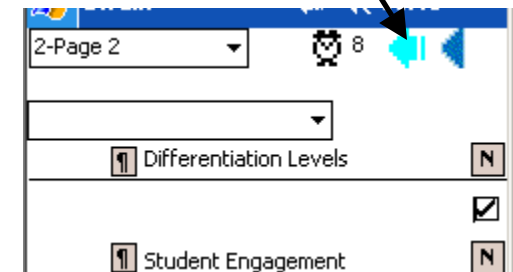
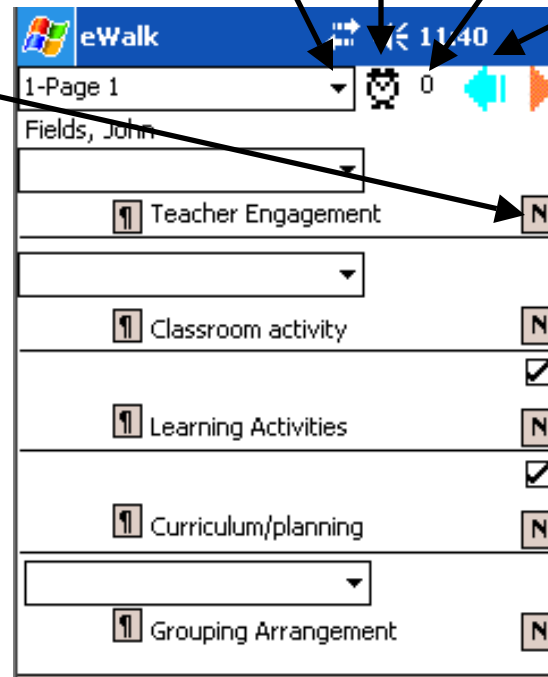
Number of minutes spent conducting walkthrough

Previous page

Brings up note section

Next page

If you are on another page beyond the first this will end the walkthrough



Conducting Walkthroughs

Krauss, Alison

Title: WT-4:20:00 PM

Date: 11/17/05

Start: 4:20:00 PM End:

Grade Level: 1--Select Grade-

Subject: 1--Select Subject-

Note:

Back Proceed

1. Select Grade level

2. Select Subject

3. Tap Proceed

4. Make selections for Teacher Engagement, Classroom Activity, etc.

5. Select checklist for Learning Activities

6. When walkthrough is completed tap Clock

7. Tap Main Menu

eWalk 4:48

1-Pane 1

Krauss, Alison

Teacher Engagement N

Classroom activity N

Learning Activities N

Curriculum/planning N

Grouping Arrangement N

To conduct another walkthrough repeat pages 10 and 13

When entering notes in the note section be sure to move your cursor into the box on screen before taping

Reviewing Walkthroughs on Pocket PC

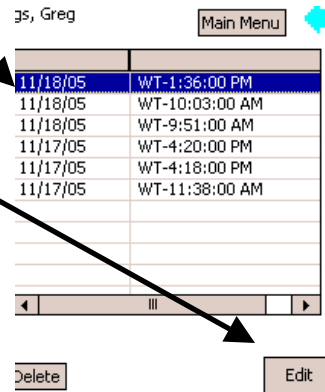
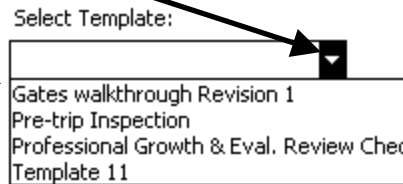
1. Tap Review from Main Menu

2. Tap dropdown

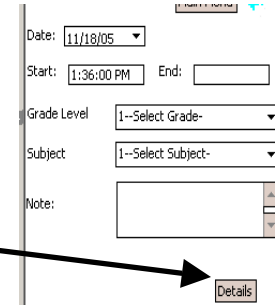
3. Select Template

4. Select walkthrough

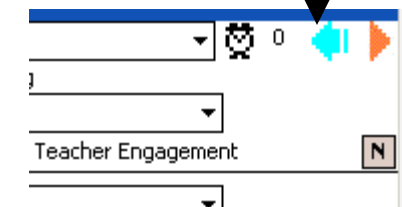
5. Tap Edit



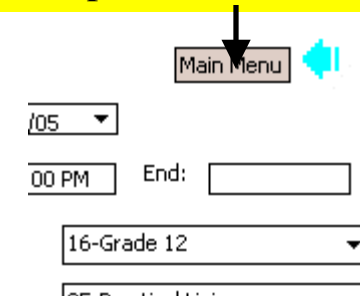
6. Tap Details



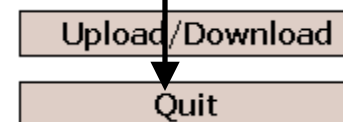
7. Tap left blue arrow to exit



8. Tap Main Menu

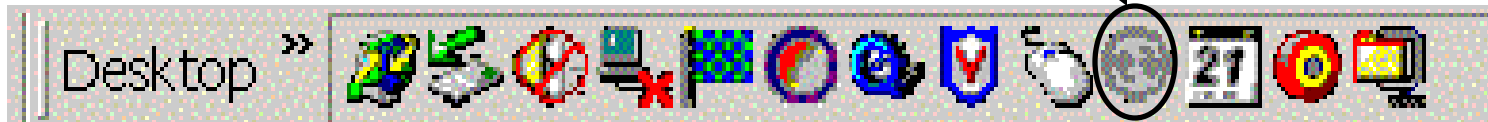


9. Tap Quit



Uploading Data to Web

Make sure ActiveSync is connected by looking in the bottom taskbar for icon to turn green and stop spinning



On Pocket PC in Cradle

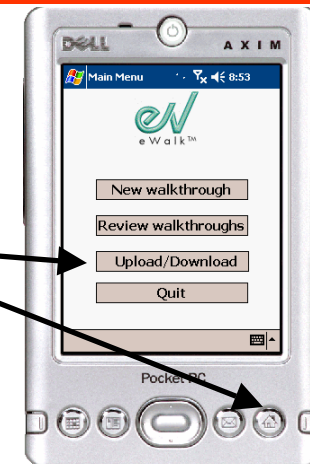
1. Press shortcut button to access eWalk Main Menu

2. Tap Upload/Download

3. Tap Upload

- ☐ Download Subjects (Staff, Students etc.)
- ☐ Download Comments from Comment Library

Upload

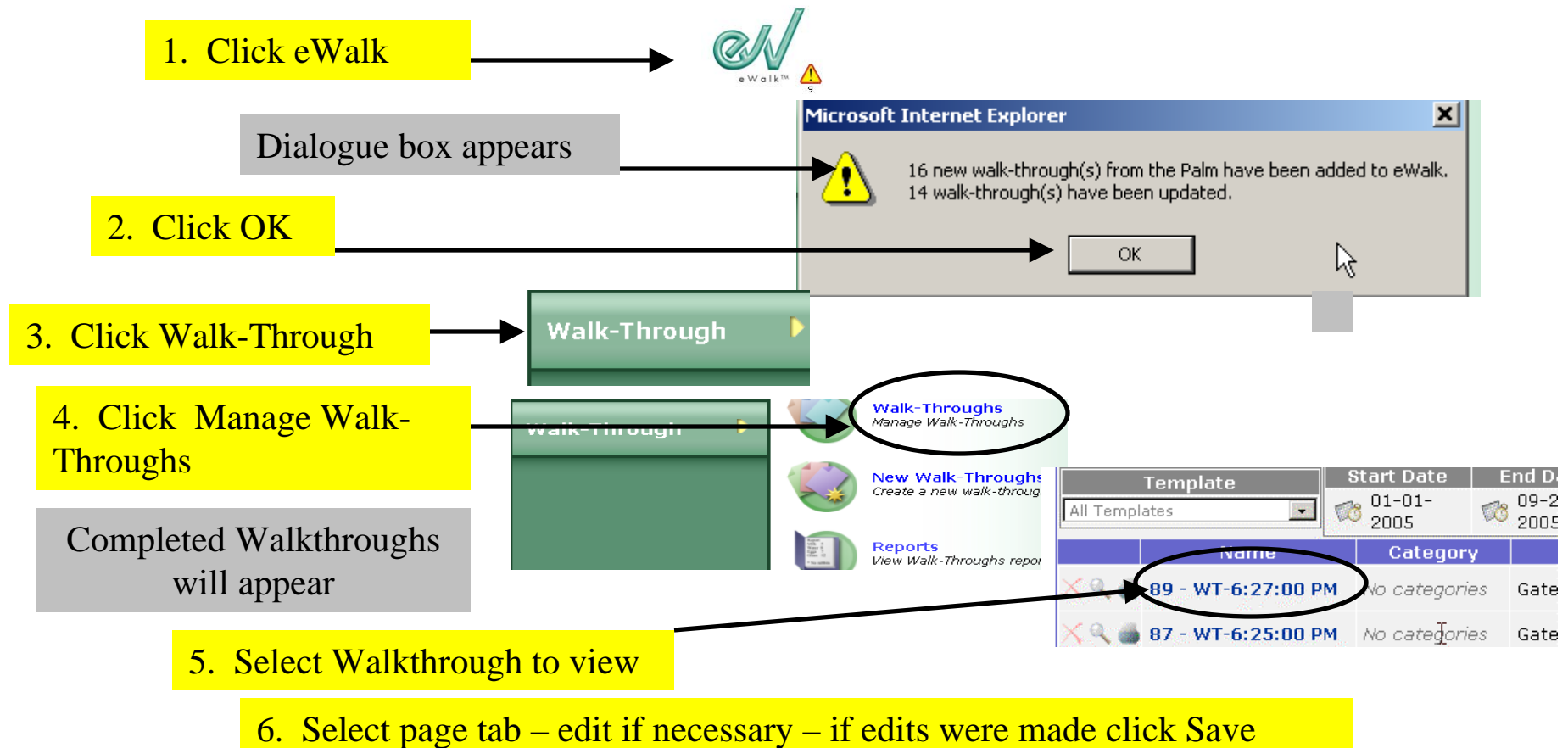


4. Wait for **DONE**. This could take a minute or more.

5. Tap Return

Verifying Walkthrough Upload

You need to be logged onto the Media-X website <https://mxweb.media-x.com/Kentucky/kdeusa>



Generating Reports

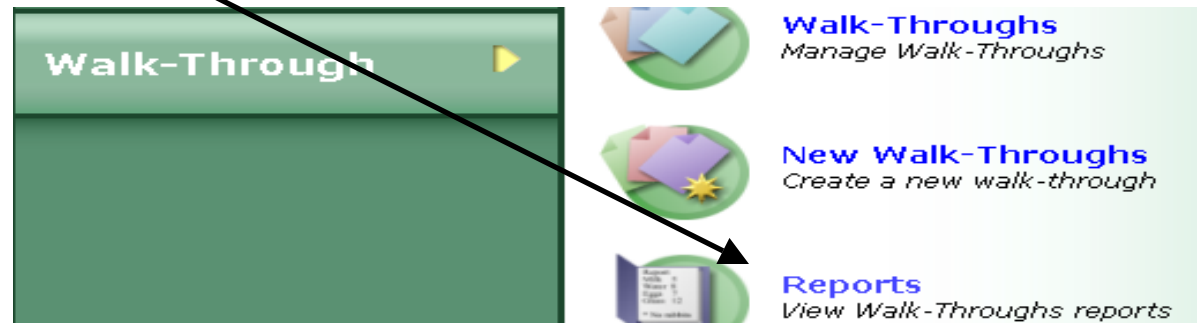
1. Click mXWeb

mxWeb > eWalk > Templates

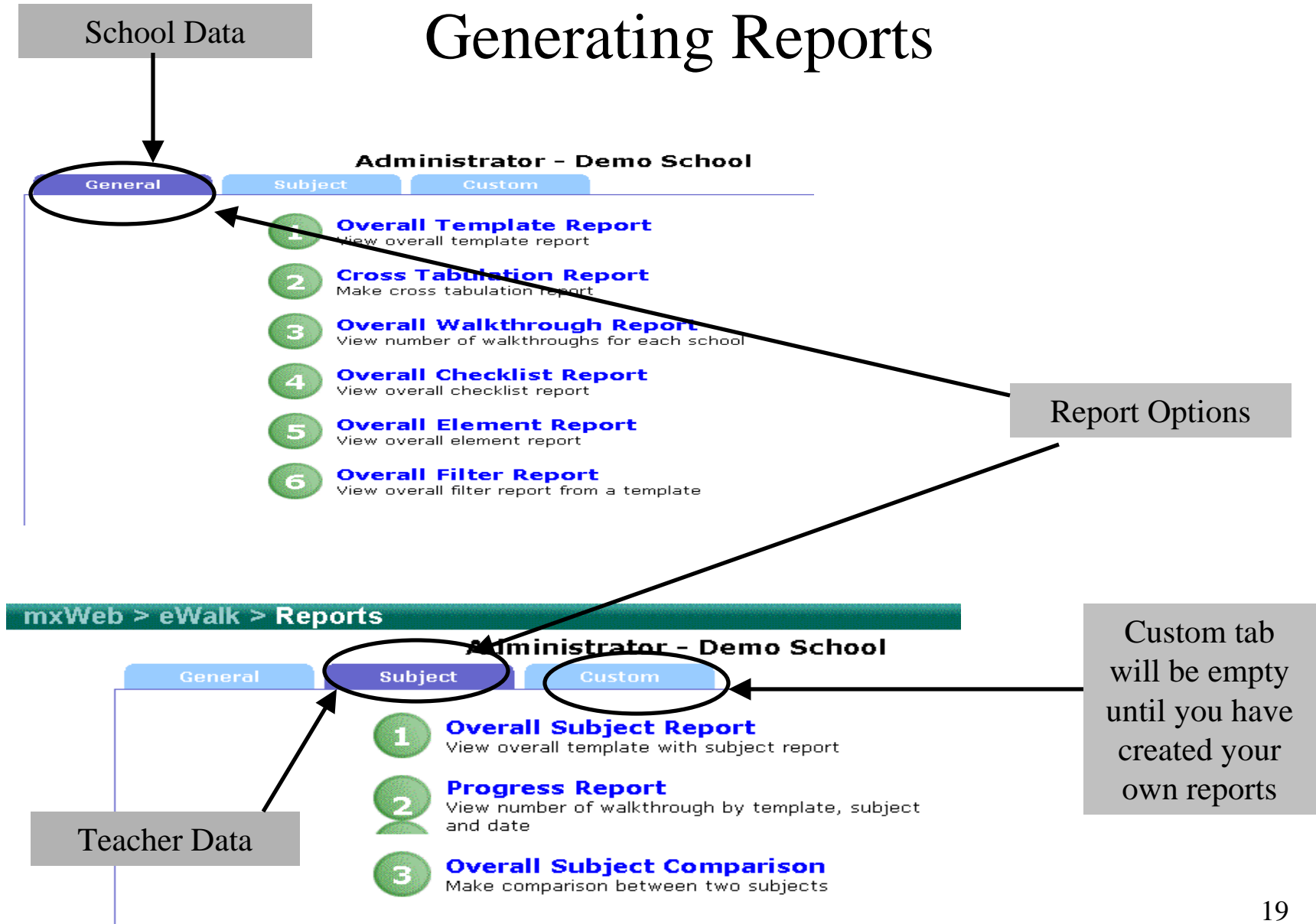
2. Click eWalk



3. Click Reports



Generating Reports



Generating Reports

1. Click on report to view

General | Subject | Custom

- Overall Template Report**
View overall template report
- Cross Tabulation Report**
Make cross tabulation report
- Overall Walkthrough Report**
View number of walkthroughs for each school
- Overall Checklist Report**
View overall checklist report
- Overall Element Report**
View overall element report
- Overall Filter Report**
View overall filter report from a template

2. Select template used to gather your data

Select Template

Gates walkthrough Revision 1

Select School/Board

- ☐ **Bourbon County**
 - ☐ Bourbon Central Elementary School
 - ☐ Bourbon County High School
 - ☐ Bourbon County Middle School
 - ☐ Cane Ridge Elementary
 - ☐ District Office
 - ☐ Millersburg Elementary School

Select All Schools | Deselect All Schools | Submit Report

3. Select schools to be viewed or all schools

Report Period

Report Start Date | **Report End Date**

August 2005 | November 2005

<< < Today > >> | << < Today > >>

S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4	5
7	8	9	10	11	12	13	6	7	8	9	10	11	12
14	15	16	17	18	19	20	13	14	15	16	17	18	19
21	22	23	24	25	26	27	20	21	22	23	24	25	26
28	29	30	31				27	28	29	30			

4. Optional: To change reporting period other than up-to-date select calendar entries

5. Submit report

6. Cancel or print when finished viewing

Print Report | Cancel

Select Graph Output Type

Animated

Page 1

Edit/Delete/Review an Individual Walkthrough

1. Click mxWeb

2. Click eWalk

3. Click Walk-Through

4. Click Manage Walk-Throughs

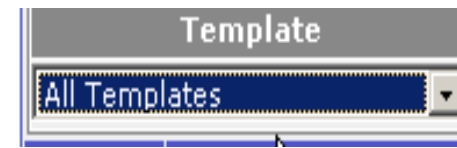
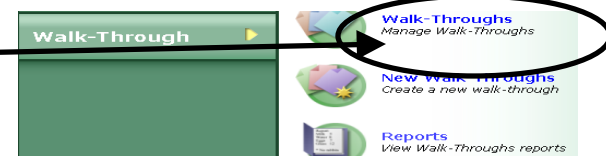
5. Select Template

6. Select the Individual Walkthrough you wish to Edit/Delete/Review/Print/Email

7. Click page tab to view

8. Edit as necessary

9. Click Save



Template	Start Date	End Date	Sort By	Subject	Member
All Templates	01-01-2005	09-19-2005	Newest	Not Applicable	Not Applicable
Name	Category	Template	Subject	Start Date	
71 - WT-10:49:00 AM	No categories	Restroom	No subject	09/19/2005 10:49 am	
72 - WT-10:41:00 AM	No categories	Gates walkthrough	Fields, John	09/19/2005 10:41 am	
73 - WT-10:20:00 AM	No categories	Gates walkthrough	Hamann, Paul	09/19/2005 10:20 am	
74 - WT-10:18:00 AM	No categories	Gates walkthrough	Hamann, Paul	09/19/2005 10:18 am	
75 - WT-10:16:00 AM	No categories	Gates walkthrough	Hamann, Paul	09/19/2005 10:16 am	

Print/Email Individual Walkthrough

1. Click mxWeb



2. Click eWalk



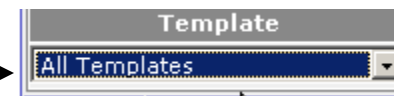
3. Click Walk-Through

A green rectangular button with the text 'Walk-Through' in white. A small yellow triangle with a black border is located at the bottom right corner of the button.

4. Click Manage Walk-Throughs



5. Select Template



Print/Email Individual Walkthrough

Delete Edit

Allows you to print or email individual walkthroughs

Template	Start Date	End Date	Sort By	Subject	Member
All Templates	01-01-2005	09-19-2005	Newest	Not Applicable	Not Applicable

Name	Category	Template	Subject	Start Date
69 - WT-6:26:00 AM	No categories	Gates walkthrough	Fields, Vicky	09/17/2005 06:26 am
61 - WT-10:58:00 AM	No categories	Gates walkthrough	Lile, Benny	09/16/2005 10:58 am
62 - WT-10:02:00 AM	No categories	Gates walkthrough	Lile, Benny	09/16/2005 10:02 am

6. Click on Printer

7. Select print or email

Print Walk-Through Print as PDF Send Email Cancel

Select Print Format Standard Printing

Subject	Email Note
eWalk Walk-Through	
Email Address	

Page 1

Walk-Through Name	Template
WT-12:00:00 PM	Gates walkthrough
Category	Subject
none	Rothel Farris
Start Date	End Date
Thu Sep 15 2005 12:00 PM	Thu Mar 09 2006 12:01 PM
Label	

Creating Elements/Toolbox

Wizard – defines and helps with the creation of Elements, Checklists, Templates and Category assignment.

The screenshot shows a software interface with a top navigation bar containing five tabs: "Wizard" (highlighted in purple), "Elements", "Checklists", "Templates", and "Categories". Below the tabs is a large content area with a vertical scrollbar on the right. The content area displays a five-step wizard process for creating a survey template. Each step is numbered in a green circle and includes a bold title, a descriptive paragraph, and a blue link for further action.

- Step 1: Create Elements to be in your template**
An element is an item on which you wish to collect data.
[Manage Elements](#)
- Step 2 (optional): Create Checklist to attach to your elements**
A checklist is not required but can save you time and can make choices automatic. A checklist must be attached to an element and cannot be used independently.
[Create Checklist](#)
- Step 3: Create Template with the elements you have been create**
A template is your survey all pu together.
[Create template](#)
- Step 4 (optional): Create Category to attach template to**
A category is not required but if you are creating several walkthroughs on similar topics it can be used for grouping them together.
[Manage Categories](#)
- Step 5: Create Walk-Through using the template you have been created**
A walk-through is your completed survey ready to go and gather data.
[Create walk-through](#)

Creating Elements/Toolbox

Element – general topic or look for on which you want to gather data.

To create individual elements follow the steps below

1. Click mxWeb

mxWeb > eWalk > Templates

2. Click eWalk



3. Click Setup



4. Click Templates



5. Click Manage Elements



6. Select and click Element Type to add

mxWeb > eWalk > Templates > Manage Elements

Administrator - Demo School

Element List		View All Elements		Add New Element	
<input checked="" type="checkbox"/>	8	<input checked="" type="checkbox"/>	EILA Proposals Logged in	Select Element Type	
<input checked="" type="checkbox"/>	9	<input type="checkbox"/>	Travel Completed	Checkbox	
<input checked="" type="checkbox"/>	10	ABC	School Name	Element Description	
<input checked="" type="checkbox"/>	11	ABC	Person's Name		
<input checked="" type="checkbox"/>	12	<input type="checkbox"/>	Category		
<input checked="" type="checkbox"/>	13	123	Summative Dates		
<input checked="" type="checkbox"/>	14	123	Observation/Conference Dates		
<input checked="" type="checkbox"/>	15	123	Growth Plans Completed		
<input checked="" type="checkbox"/>	17	<input type="checkbox"/>	Signed Copy of Sum. Eval. on F		

Adding Elements

Definitions of Element Types

- Checkbox: - basically a yes/no element
- Manual Text Input - requires manual input and does not aggregate
- Manual Number Input
- Dropdown List - two or more choices-limited to one selection
- Date Input
- Time Input
- Label – major heading which requires a checklist, like a hammer handle without a head
- Dropdown List with Rubric
- Time/Counter – allows data to be gathered by automatic timing and counting
- Also remember checklists. Checklists allows for one or more choices from a list, but they must be tied to a Label, like a hammer head to a handle.

Adding Elements

Checkbox

1. Click Checkbox from Element Type Dropdown

2. Type entry

Administrator - Demo School

Element List		View All Elements	
	45	ABC	Front Suspension
	46	<input checked="" type="checkbox"/>	Leaf Springs
	47	<input checked="" type="checkbox"/>	Spring Mounts
	48	<input checked="" type="checkbox"/>	Shocks
	49	ABC	Front Brakes
	50	<input checked="" type="checkbox"/>	Brake Hoses
	51	<input checked="" type="checkbox"/>	Brake Chambers
	52	<input checked="" type="checkbox"/>	Slack Adjusters
	53	<input checked="" type="checkbox"/>	Drums
	55	<input checked="" type="checkbox"/>	Carpet
	56	<input checked="" type="checkbox"/>	Paint
	57	<input checked="" type="checkbox"/>	Lights
	58	<input checked="" type="checkbox"/>	Lockers
	59	<input type="checkbox"/>	Paint Condition
	60	<input type="checkbox"/>	Classroom Environment
	61	<input type="checkbox"/>	Orderly Classroom

Add New Element
Select Element Type
Drop Down List with rubrics
Element Description

Teacher provides student wait time

Activity
Drop Down Content
No elements
Save Element **Clear Element**

3. Click Save Element

Adding Elements

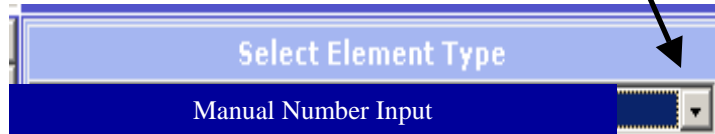
Manual Text Input

This requires manual input and there is no aggregation. Thus this element will be rarely used.

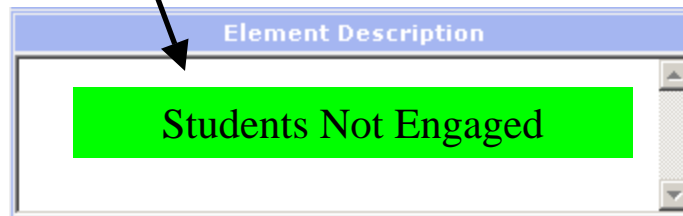
Adding Elements

Manual Number Input

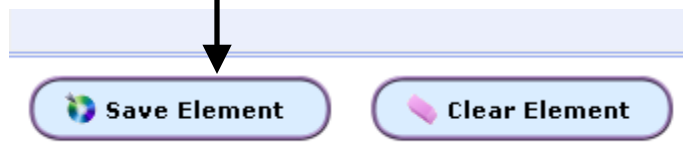
1. Click Manual Number Input from Element Type Dropdown



2. Type entry under Element Description



3. Click Save Element



Adding Elements

Dropdown List

1. Click Dropdown List
from Element Type Dropdown Box

2. Type entry under Element Description

3. Under Dropdown Content Type Listings
for multiple selections and **click add** after each

4. Click Save Element

The screenshot shows a web form titled 'Add New Element'. It has several sections: 'Select Element Type' with a dropdown menu set to 'Drop Down List'; 'Element Description' with a text area containing 'Questioning Pattern'; 'Copy Drop Down Content' with a dropdown set to 'Activity' and a 'Copy' button; 'Drop Down Content' with a list of items: 'Voluntary', 'Non-Voluntary', and 'Other', each with a checkbox and an 'Add' button; and a bottom section with 'Save Element' and 'Clear Element' buttons. Arrows from the numbered instructions point to these specific parts of the form.

Adding Elements

Date Input

1. Click Date Input from
Element Type Dropdown

2. Type entry under Element Description

3. Click Save Element

The screenshot shows a 'Date Input' dialog box titled 'Add New Element'. It has three main sections: 'Select Element Type' with a dropdown menu showing 'Date Input', 'Element Description' with a text area containing 'Date Attended PD on Questioning Strategies', and a bottom section with 'Save Element' and 'Clear Element' buttons. Arrows from the numbered instructions point to these specific parts of the interface.

Add New Element	
Select Element Type	
Date Input	
Element Description	
Date Attended PD on Questioning Strategies	
Save Element Clear Element	

Adding Elements

Time Input

1. Click Time Input from
Element Type Dropdown

2. Type entry under Element Description

3. Click Save Element

4. Type entry under Element Description

4. Click Save Element

The screenshot shows a web form titled "Add New Element". It has a "Select Element Type" dropdown menu with "Time Input" selected. Below it is an "Element Description" text area containing the text "Time Questioning Began". At the bottom of the form are two buttons: "Save Element" and "Clear Element".

The screenshot shows the same "Add New Element" form. The "Select Element Type" dropdown menu still has "Time Input" selected. The "Element Description" text area now contains the text "Time Questioning Ends". The "Save Element" and "Clear Element" buttons are still at the bottom.

Adding Elements

Label

1. Click Label from Element Type Dropdown

A Label requires a checklist – refer to page 37-38

2. Type entry under Element Description

3. Click Save Element

The screenshot shows a web form titled 'Add New Element'. It has a 'Select Element Type' dropdown menu with 'Label (no input)' selected. Below this is an 'Element Description' text area containing the text 'Questioning Level'. At the bottom of the form are two buttons: 'Save Element' and 'Clear Element'. Arrows from the numbered instructions point to these specific parts of the form: from step 1 to the dropdown, from step 2 to the text area, and from step 3 to the 'Save Element' button.

Add New Element
Select Element Type
Label (no input)
Element Description
Questioning Level
Save Element
Clear Element

Adding Elements

Dropdown List with Rubrics

1. Click Dropdown list from Element Type Dropdown

2. Type entry under Element Description

3. Type entries under dropdown content and **click Add after each**

4. Click Save Element

The screenshot shows a web form titled 'Add New Element'. The first section, 'Select Element Type', has a dropdown menu with 'Drop Down List with rubrics' selected. The second section, 'Element Description', contains a text area with 'Student Responses' entered. The third section, 'Copy Drop Down Content', has a dropdown menu and a 'Copy' button. The fourth section, 'Drop Down Content', has a list of items: 'Detailed', 'Minimal', and 'No Answer', each with an 'Add' button. At the bottom, there are two buttons: 'Save Element' and 'Clear Element'.

Add New Element	
Select Element Type	
Drop Down List with rubrics	
Element Description	
Student Responses	
Copy Drop Down Content	
Copy	
Drop Down Content	
Detailed	Add
Minimal	
No Answer	
Save Element	
Clear Element	

Adding Elements

Dropdown List with Rubrics Continued

8. Click Edit

9. Click attach rubric

10. Type rubric and click add rubric after each entry

11. Click Add

12. Click Add

13. Click Add

Detailed – More than one sentence

Minimal – a sentence or less

No Answer - unanswered

Element List

X	56	<input checked="" type="checkbox"/>	Paint
X	57	<input checked="" type="checkbox"/>	Lights
X	58	<input checked="" type="checkbox"/>	Lockers
X	59	<input type="checkbox"/>	Paint Condition
X	60	<input type="checkbox"/>	Classroom Environment
X	61	<input type="checkbox"/>	Orderly Classroom
X	62	ABC	Technology for Student Use
X	78	<input checked="" type="checkbox"/>	Teacher questioning students
X	79	123	Students not engaged
X	80	<input type="checkbox"/>	Questioning Technique
X	81	Date	Last Questioning PD
X	82	Time	Time questioning started
X	83	ABC	Questioning Strategies
X	84	<input type="checkbox"/>	Student Responses
X	85	12:00	Teacher Placement
X	86	<input type="checkbox"/>	Exercise

Copy Drop Down Content

Activity

Drop Down Content

No elements

Student Responses

Drop Down Content

1 ☐ Short Answer

2 ☐ Long Answer

14. Save

Adding Elements

Timer/Counters

1. Click Timer/Counter from Element Type Dropdown

2. Click View Gallery

3. Choose one and click on it

4. Click Edit

5. Click Save

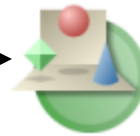
The 'Add New Element' dialog box is shown. It has a title bar 'Add New Element'. Below it is a section 'Select Element Type' with a dropdown menu showing 'Timer / Counter'. Below that is a section 'Copy Timer / Counter' with a dropdown menu showing 'Teacher Placement' and a 'Copy' button. Below that is a section 'Select Type (or choose from the gallery)' with a dropdown menu showing 'Standard Form'. At the bottom are two buttons: 'Edit Content' and 'View Gallery'.

The 'Form Gallery' dialog box is shown. It has a title bar 'Form Gallery' and buttons 'View Example', 'Edit', and 'Cancel'. Below the title bar are four tabs: 'Standard Form', 'Teacher Placement', 'Comparison', and 'Rubric Form'. The 'Standard Form' tab is selected and shows a table with columns 'Item', 'Points', 'Weight', and 'Total Points'. The 'Teacher Placement' tab shows a diagram of a classroom layout. The 'Comparison' tab shows a table with columns 'Item', 'Points', 'Weight', and 'Total Points'. The 'Rubric Form' tab shows a table with columns 'Item', 'Points', 'Weight', and 'Total Points'.

The 'Standard Form' dialog box is shown. It has a title bar 'Standard Form' and buttons 'Reset', 'Preview', 'Save', 'Save & Done', and 'Cancel'. Below the title bar is a section 'Element Description' with a text area containing 'Standard Form'.

Adding and Creating Checklists

1. Click on Template



Templates

Manage templates, checklists and elements

2. Click on New Checklist or Create Checklist



Administrator

Wizard

Elements

Checklist



Step 1: Create Elements to be in your template

An element is an item on which you wish to collect data.

Manage Elements



Step 2 (optional): Create Checklist to attach to

A checklist is not required but can save you time and can be attached to an element and cannot be used independently.

Create Checklist



Step 3: Create Template with the elements you

A template is your survey all put together.

Create template

Adding and Creating Checklists

3. Enter Checklist Name

4. Make Checklist entries in Create New Checklist Element and Click **Add** after each entry

Spell Check

Clear

Checklist Name

Questioning Level

Checklist Description

Create New Checklist Element

Seek Basic Knowledge

Checklist Elements

No checklist elements

Seek Comprehension

Seek Higher Order Learning

Save

5. Click Save

Creating a Template/Walkthrough

1. Click eWalk

mxWeb > eWalk > Templates

2. Click Templates

3. Click Create Template

3

Step 3: Create Template

A template is your survey a

Create template

Each page is limited to Five Elements for a total of 30

4. Name Template

General Info	Page 1 0 element(s)	Page 2 0 element(s)	Page 3 0 element(s)	Page 5 0 element(s)	Page 6 0 element(s)
Copy Template		Copy		Template Description	
Office				No reports available	
Template Name					
Questioning Technique					
Select Form					
Media-x Standard					
Select Subject					
<none>					
Custom Labels					

Displays previously generated templates

Template Description is Optional

5. Always use Media-x Standard

6. Select Subject (Ex. Teacher)

Creating a Template/Walkthrough

mxWeb > eWalk > Templates > Manage Template

Administrator - Demo School

General Info | Page 1 0 element(s) | Page 2 0 element(s) | Page 3 0 element(s) | Page 4 0 element(s) | Page 5 0 element(s) | Page 6 0 element(s)

Copy Template

Office

Template Name

Template 6

Select Form

Media-x Standard

Select Subject

<none>

Template Description

Select Custom Report

No reports available

Custom Labels

☒ **Filter 1**

Label

Filter 1

Associated Element Drop Down List

<none>

Default Value

☒ **Filter 2**

Label

Filter 2

Associated Element Drop Down List

<none>

Default Value

☒ **Text Field**

Label

Text label 1

Default Value

8a. Allows sorting of data

8b. Ability to add a note

9. When sorting decisions have been made click on Page 1

8c. If you do not want to sort or make a note uncheck second and third boxes.
Note: Filter one must be checked

- Filter labels are limited to 20 characters on the Handheld
- Filter 1 and 2 can be up to 100 characters in length or can be a drop down list taken from a drop down element
- The text field has an unlimited length

Creating a Template/Walkthrough

Administrator - Demo School

General Info Page 1 0 element(s) Page 2 0 element(s) Page 3 0 element(s) Page 4 0 element(s) Page 5 0 element(s) Page 6 0 element(s)

Walk-Through Elements Associate Checklist

Page Label Page 1

Naming individual pages is optional

10. Click Edit and enter name

11. Always Save

Creating a Template/Walkthrough

12. Click on blue arrow to add an Element

Ex. Questioning Pattern, Questioning Level, Student Responses and Others

Add Elements

		8	<input checked="" type="checkbox"/> EILA Proposals Logged in
		9	<input type="checkbox"/> Travel Completed
		10	<input type="text" value="ABC"/> School Name
		11	<input type="text" value="ABC"/> Person's Name
		12	<input type="text" value="ABC"/> Category
		13	<input type="text" value="ABC"/> Dates
		14	<input type="text" value="ABC"/> n/Conference Dates
		15	<input type="text" value="123"/> Growth Plans Completed
		17	<input type="text" value="ABC"/> Signed Copy of Sum. Eval. on Fil

ABC indicates label only and needs a checklist

To sort Element types if needed click dropdown box and select type and click search.

Checklists can be added to any Element

Search Element By ID By Type



Creating a Template/Walkthrough

Attaching a Checklist to an ABC Label

General Info | Page 1 3 element (s) | Page 2 0 element (s) | Page 3 0 element (s) | Page 4 0 element (s) | Page 5 0 element (s) | Page 6 0 element (s)

Walk-Through Elements | Associate Checklist

Page Label Page 1

Page Label	Page 1
1	ABC School Name
2	ABC Technology for Student Use
3	ABC Questioning Strategies

ABC indicates label only and needs a checklist

13. Click dropdown attached to label

14. Select Checklist

15. Use the center dropdown to select the type of checklist – checklist, number or counter

16. Click Save

Checklists can be added to any Element

Adding Templates to Pocket PC

1. Click eWalk

mxWeb > eWalk > Templates > Manage Template

2. Click Set-up



3. Click Generate Files



Generate Files

Generate files for handheld

Administrator - Demo School

1. Select templates and/or categories (Selecting a category will select all templates within that category)

Templates	Categories
<input type="checkbox"/> Gates walkthrough	No categories
<input checked="" type="checkbox"/> Office	
<input type="checkbox"/> Pre-trip Inspection	
<input type="checkbox"/> Professional Growth & Eval. Review Checklist	
<input type="checkbox"/> Restroom	
<input type="checkbox"/> Template 5	

2. Select School
Demo School


3. Generate Files

Files Status

Generate Files

4. Select Template

5. Select Generate Files

eWalk 2 Handheld Setup		eWalk Handheld Setup	
IP Host	mxweb.media-x.com		
System ID	116		
User Name	jfields@kde.state.ky.us		
Password	*****		
Handheld Setup	 View Handheld Setup		

Downloading Files onto Pocket PC

You will now be on your Pocket PC-make sure it is in the cradle

1. Push your shortcut button

2. Tap Upload/Download

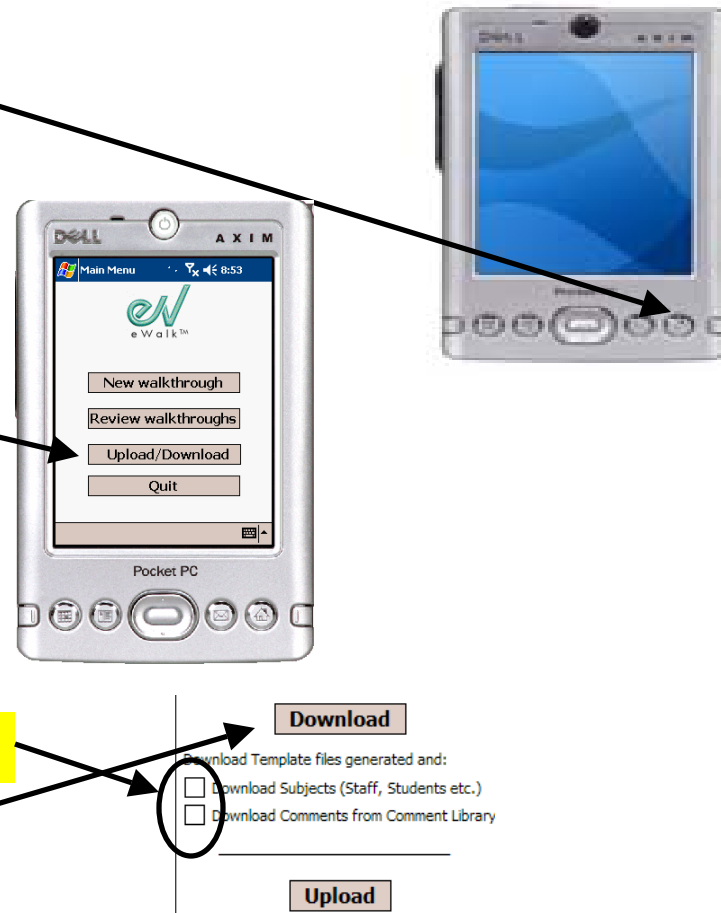
3. Select Subject and Comment boxes

4. Tap Download

Files will begin downloading-this will take a minute or more.

5. Wait for screen to display **DONE**

6. Tap Return



Conducting Walkthroughs

Remove Pocket PC from cradle

1. On Pocket PC Main Menu screen tap New Walkthrough

2. From Template category and in dropdown Tap All

3. Tap highlighted All

4. Tap new Dropdown

5. Tap Template to be used

6. Tap staff member

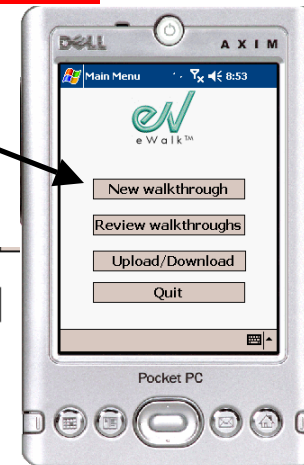
1. Select template category:

All

2. Select template:

Gates walkthrough Revision 1

Aaron, Hank
Alexande, Shari
Crouse, Michael
Doe, John
Farris, Rothel
Fields, John
Fields, Vicki
Figgs, Greg
Floyd, Tommy
Floyd, Tommy
Hamann, Paul
Hancock, Dennis



You should now see a screen with the staff members name, date, time and some other information.

Reviewing Walkthrough

1. Click eWalk



2. Click Walk-Through



3. Click Manage Walk-Throughs



4. Select Template



Administrator - Demo School

Template	Start Date	End Date	Sort By	Subject	Member
Gates walkthrough	01-01-2005	09-20-2005	Newest	Has a subject	Not Applicable
Name	Category	Template	Subject	Start Date	
80 - Walk-Through 61	No categories	Gates walkthrough	Fields, John	09/20/2005 11:20 am	
72 - WT-10:41:00 AM	No categories	Gates walkthrough	Fields, John	09/19/2005 10:41 am	
73 - WT-10:20:00 AM	No categories	Gates walkthrough	Hamann, Paul	09/19/2005 10:20 am	
74 - WT-10:18:00 AM	No categories	Gates walkthrough	Hamann, Paul	09/19/2005 10:18 am	
75 - WT-10:16:00 AM	No categories	Gates walkthrough	Hamann, Paul	09/19/2005 10:16 am	
70 - WT-1:05:00 PM	No categories	Gates walkthrough	Hamann, Paul	09/19/2005 01:05 am	
78 - WT-7:34:00 AM	No categories	Gates walkthrough	Hancock, Dennis	09/17/2005 07:34 am	
79 - WT-6:36:00 AM	No categories	Gates walkthrough	Hardison, Brent	09/17/2005 06:36 am	
69 - WT-6:26:00 AM	No categories	Gates walkthrough	Fields, Vicky	09/17/2005 06:26 am	
61 - WT-10:58:00 AM	No categories	Gates walkthrough		09/16/2005 10:58 am	
62 - WT-10:02:00 AM	No categories	Gates walkthrough		09/16/2005 10:02 am	
55 - WT-4:40:00 PM	No categories	Gates walkthrough	Fields, John	09/16/2005 04:40 am	

5. Sort by date, subject, member

6. Click to set viewer rights

Setting Viewer Rights

mxWeb > eWalk > Walk-Through > Media-x Standard
Administrator - Demo School

General	Page 1	Page 2
Walk-through Name Walk-Through 61	Category <none>	Template Gates walkthrough
Date Tue Sep 20 2005	Start Time 11 : 20	End Time 11 : 20
Label 	Select Teacher Fields, John	
<input checked="" type="checkbox"/> Administrator can view	<input checked="" type="checkbox"/> Principal can view	<input checked="" type="checkbox"/> Teacher can view

To set viewer rights check boxes accordingly

Save

Roles, Rights and Privileges

Administrator

CAN

- ❖ create walkthrough templates
- ❖ share their walkthrough templates
- ❖ gather walkthrough data
- ❖ see and edit walkthrough data they created
- ❖ see any walkthroughs in their schools created by someone else that has been given `Administrator can view` privileges
- ❖ generate reports based on any or all of their schools
- ❖ export data for any or all of their schools
- ❖ add new members

CANNOT

Principal

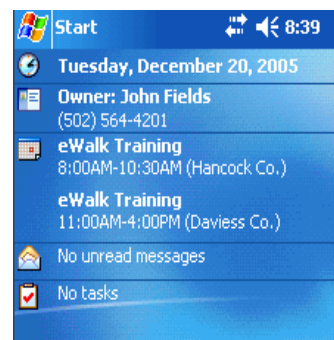
- ❖ create walkthrough templates
- ❖ share their walkthrough templates
- ❖ gather walkthrough data
- ❖ see and edit walkthrough data they created
- ❖ see any walkthroughs in their schools created by someone else that has been given `Administrator can view` privileges
- ❖ generate reports based on data from their school
- ❖ export data for their school

- ❖ add any new members
- ❖ See any data from another school

Troubleshooting – Pocket PC won't sync

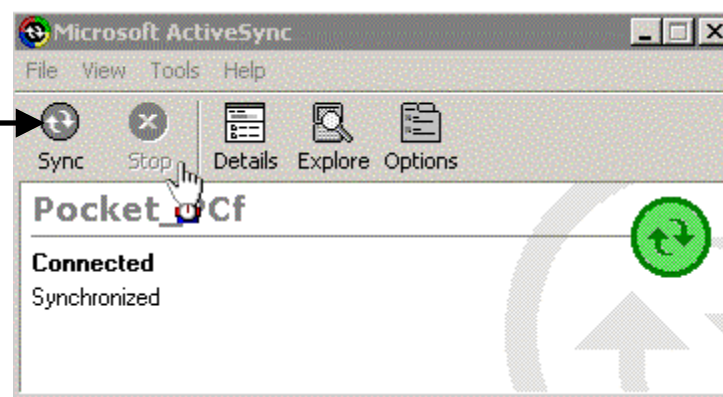
1. Ensure the Pocket PC is firmly seated in the cradle.

2. Ensure your Pocket PC is at the blue “Home” screen with no programs running. You must QUIT eWalk to enable the Pocket PC to synchronize.



3. If password protected, add password.

4. Click the sync button in ActiveSync.



Troubleshooting – Can't log on to Media-x

1. Check another internet site to ensure your internet is working.

2. Ensure the Media-x site name is correct. Common mistakes include omitting the “S” in HTTPS and not capitalizing the K in Kentucky.



3. Type in your correct Media-x user name, usually your whole e-mail address.

4. Type in your correct Media-x password, usually 1234 unless you changed it

A screenshot of a login form titled "Kentucky Department of Education". It contains two input fields: "Username:" and "Password:". Below the "Password:" field are two buttons: "Login" and "Lost Password?". Two black arrows point from the text in steps 3 and 4 to the Username and Password fields respectively.

Troubleshooting – No template when download is complete

Possible solution: Watch carefully for “37 bytes of data” after “Sending post request” in the upload/download status box

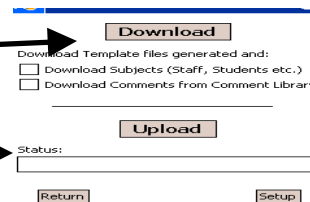


- New walkthrough
- Review walkthroughs
- Upload/Download

1. Tap Upload/Download

2. Tap Download

3. Watch the status bar closely. It will say “sending POST request...” and then “37 bytes of data received”



If you don't see “37 bytes of data” check the error codes.

Error Codes – 0 Login

Error Code: 0 Login, Proxy Authentication Failure 0

Possible Solution: Uncheck “Use HTTPS for secure data transfer” on PDA Media-x user identification screen



1. Tap Upload/Download

New walkthrough

Review walkthroughs

Upload/Download

2. Tap Setup

Download

Download Template files generated and:

☐ Download Subjects (Staff, Students etc.)

☐ Download Comments from Comment Library

Upload

Status:

Return Setup

3. Uncheck HTTPS for secure data transfer

Set Up 10:00

eWalk Settings for Server

☐ Use HTTPS for secure data transfer

IP Host:

System ID:

User Name:

Password: Record

☒ Proxy Server used

Return PROXY SERVER SETUP

4. Tap Return

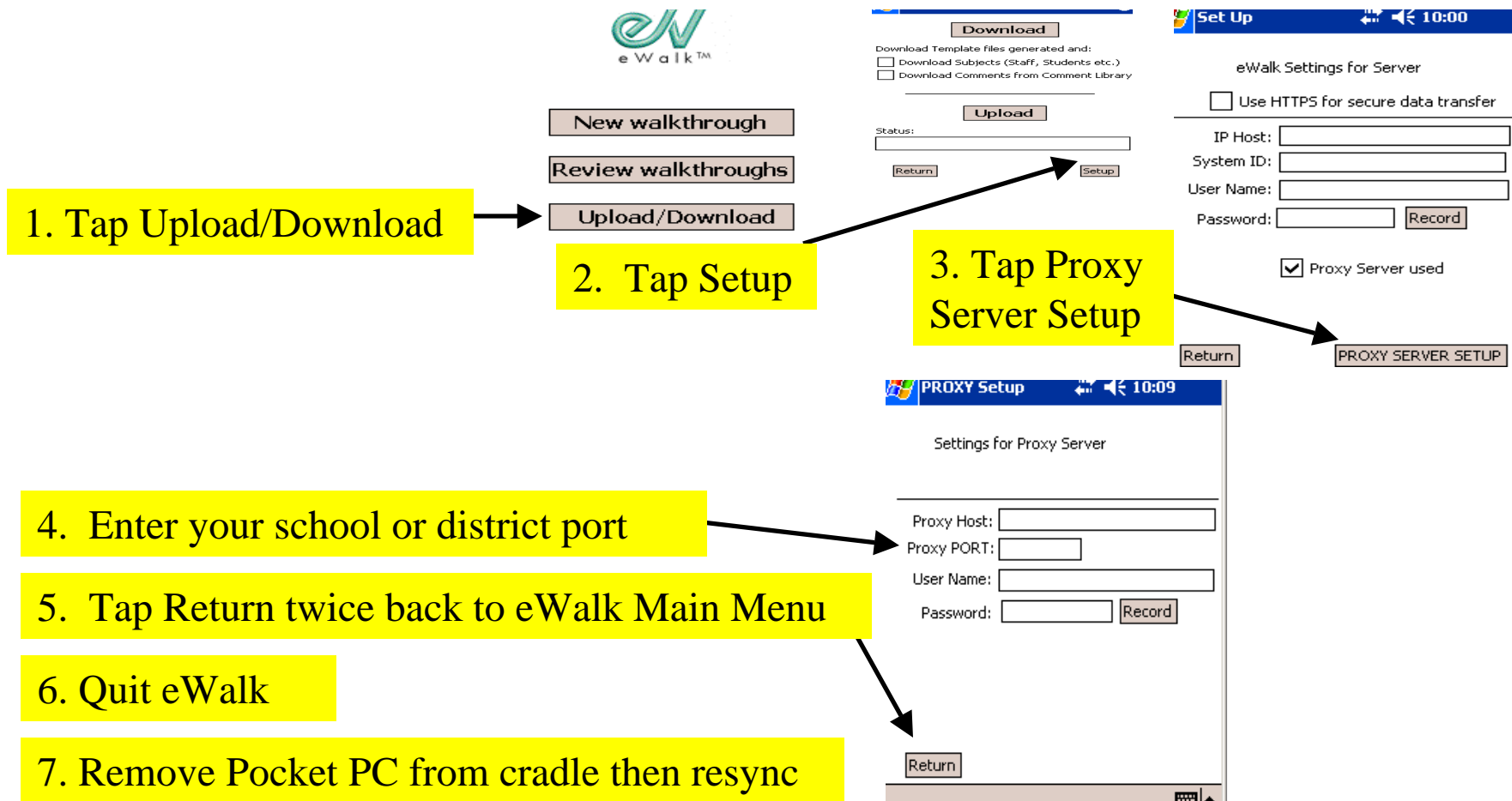
5. Quit eWalk

6. Remove Pocket PC from cradle then resync

Error Codes – 0 Connecting

Error Code: 0 Connecting, Logging on to proxy server, 8 login error, Proxy authentication failure 8

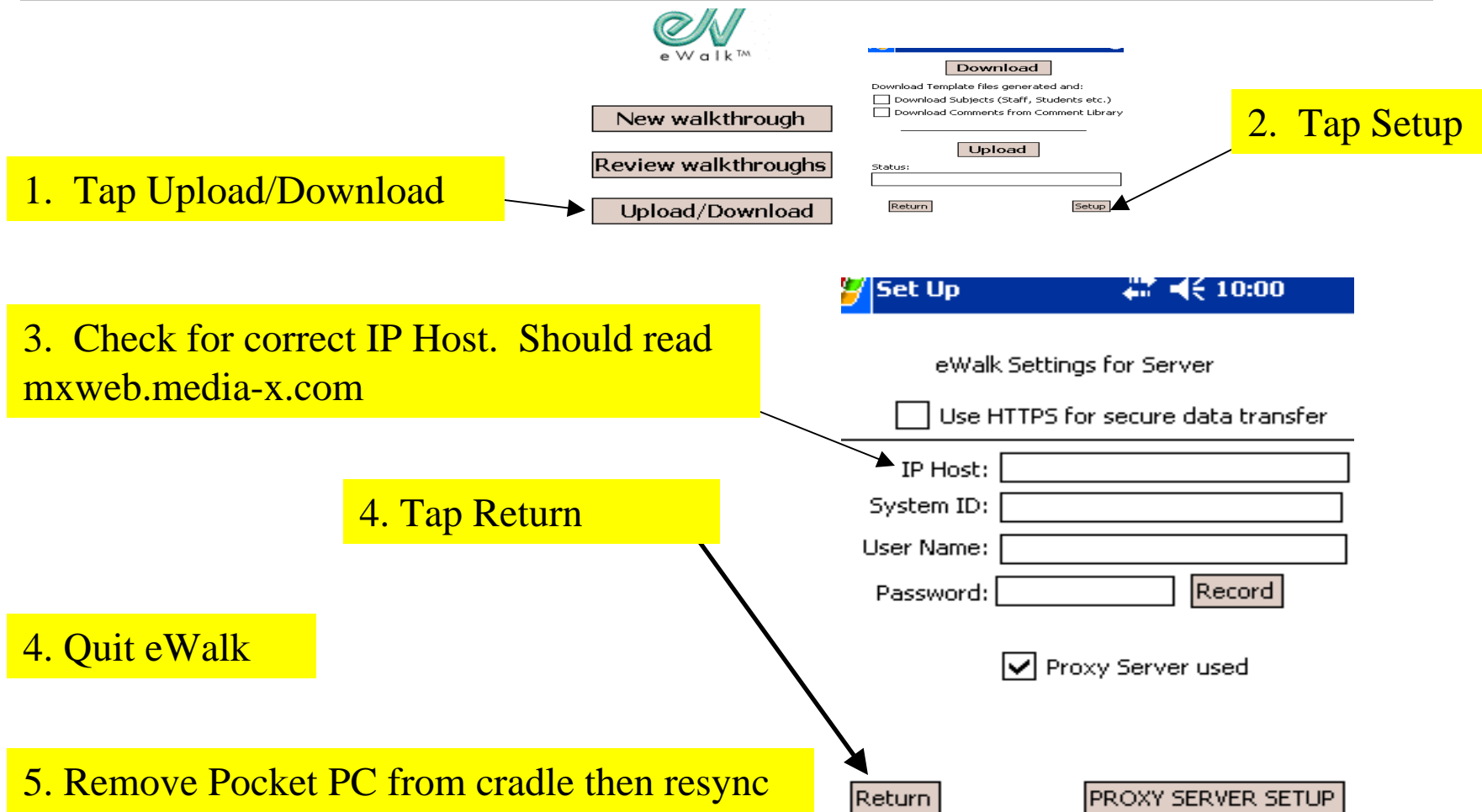
Possible Solution: Check for correct proxy port on PDA proxy setup screen



Error Codes – 6 Login

Error Code: 6 login error, Proxy authentication failure 6


Possible Solution: Check for correct IP Host on Media-x user identification screen



Error Codes – 7 bytes of data

Error Code: “7 bytes of data received,” “There has been a communication error and data transfer has been aborted”

Possible Solution: Check for correct user name on Media-x identification screen.
Check for correct password (1234 unless changed) on Media-x identification screen



1. Tap Upload/Download

New walkthrough
Review walkthroughs
Upload/Download

2. Tap Setup

Download

Download Template files generated and:
☐ Download Subjects (Staff, Students etc.)
☐ Download Comments from Comment Library

Upload

Status:

Return Setup

Set Up 10:00

eWalk Settings for Server

☐ Use HTTPS for secure data transfer

IP Host:
System ID:
User Name:
Password: Record

☒ Proxy Server used

Return PROXY SERVER SETUP

3. Enter your correct Media-x user name

4. Enter your correct Media-x password

5. Tap Return back to eWalk Main Menu

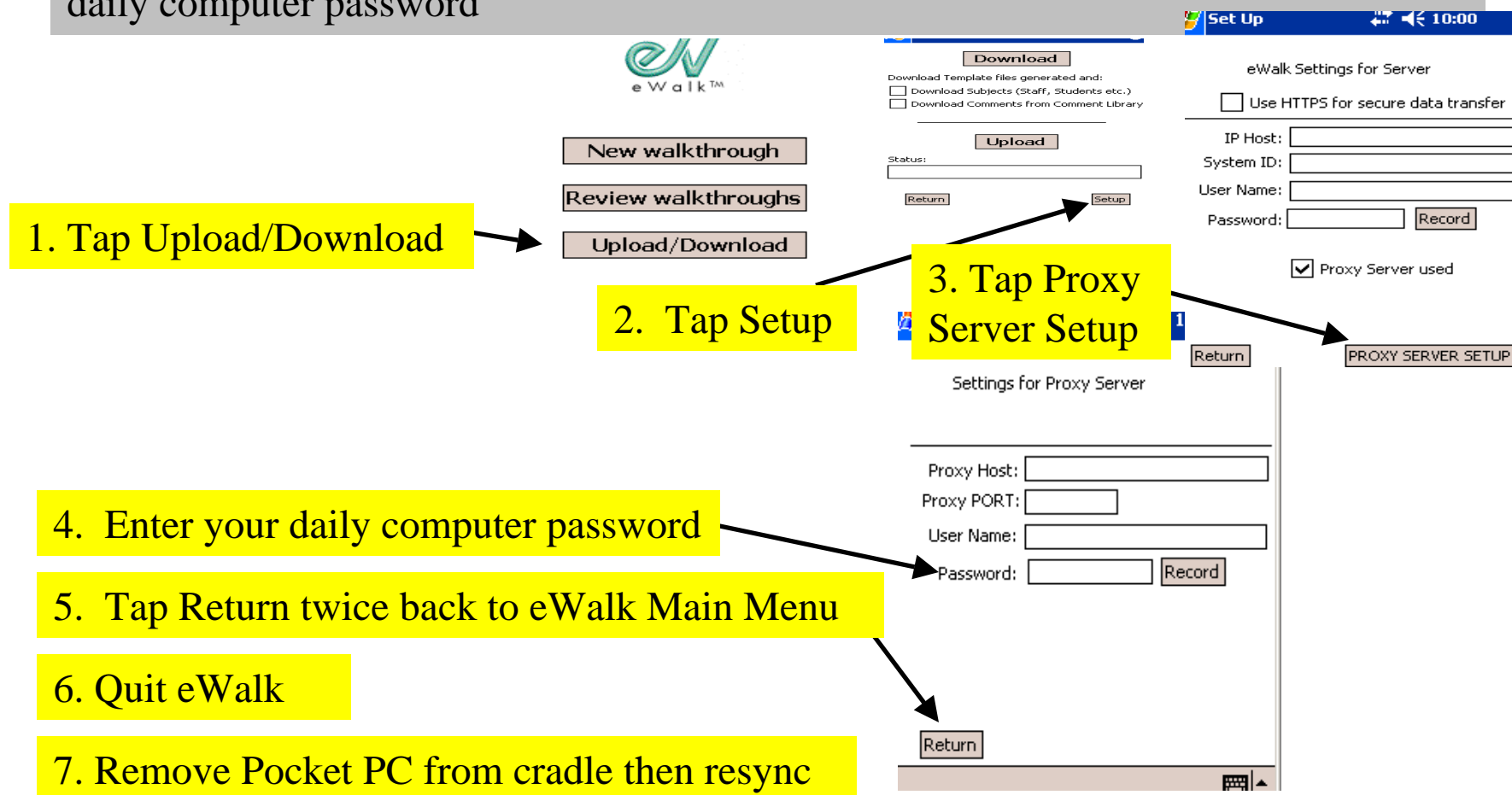
6. Quit eWalk

7. Remove Pocket PC from cradle then resync

Error Codes – 7 bytes of data

Error Code: “7 bytes of data received,” “There has been a communication error and data transfer has been aborted”

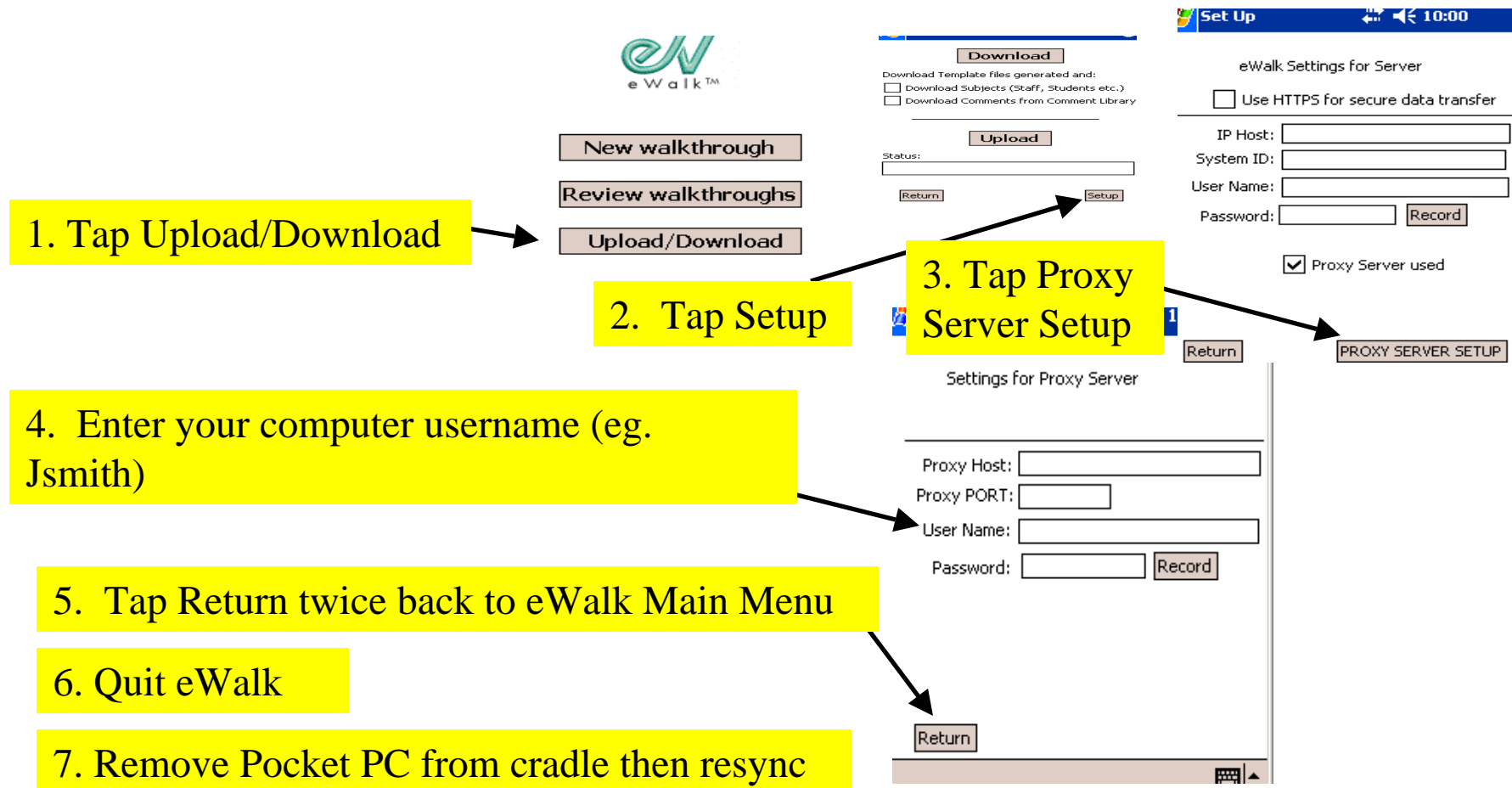
Possible Solution: Check password on proxy setup screen. This should be your daily computer password



Error Codes – 7 Login

Error Code: 7 login error, proxy authentication failure 7

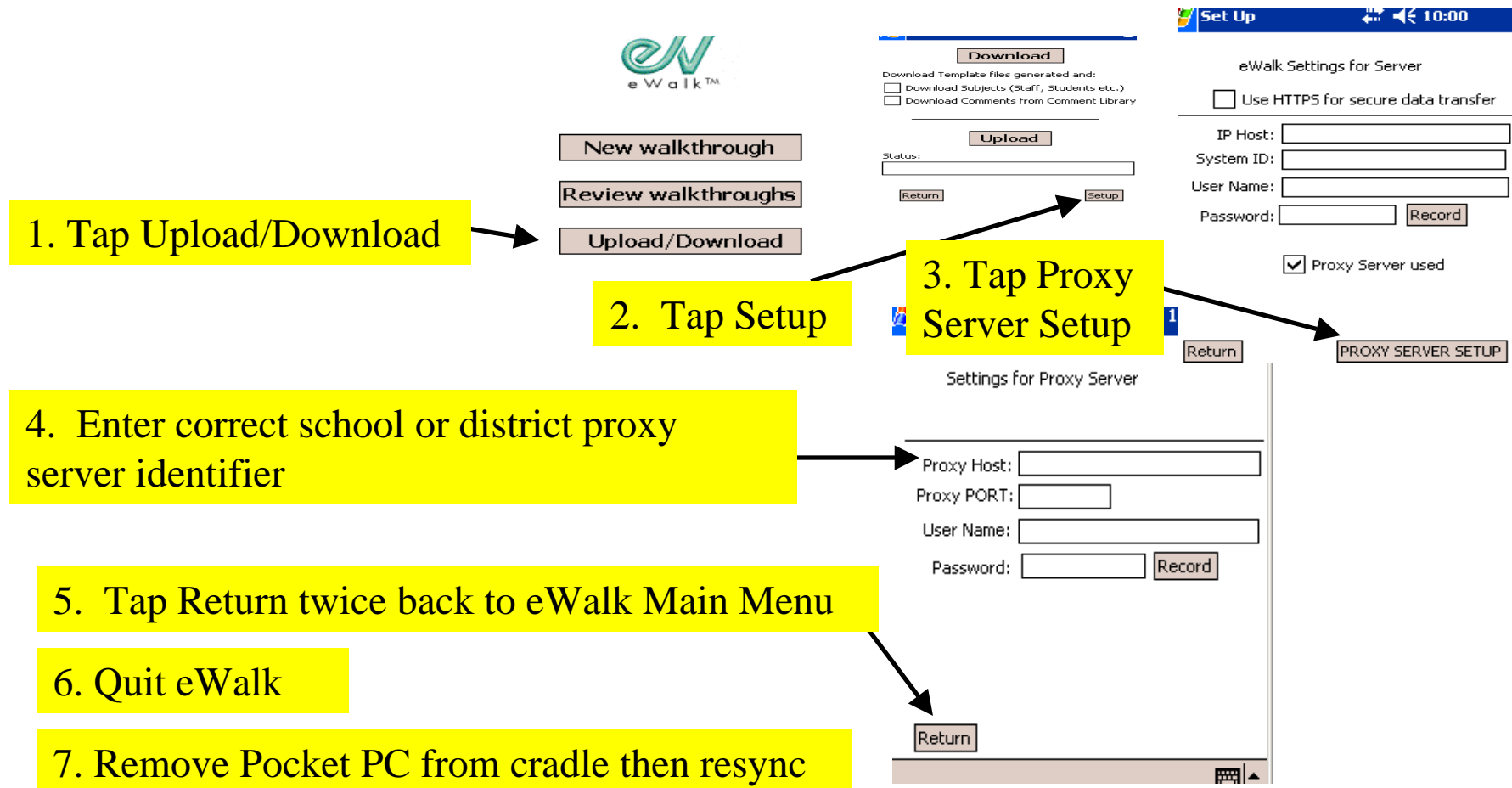
Possible Solution: Check for correct user name on proxy setup screen, usually your alias, e.g. jsmith



Error Codes – 8 Login

Error Code: 8 login error, proxy authentication failure 8

Possible Solution: Check for correct proxy server identification on proxy setup screen



Comment Builder

The image shows a screenshot of the mxWeb Comment Builder interface with six numbered steps indicating the workflow:

- 1. Select Comment Builder**: Points to the 'Comment Builder' icon in the 'System Functions' menu.
- 2. Choose Phrases**: Points to the 'Phrases' tab in the 'mxWeb > Comment Builder' section.
- 3. Click New Library**: Points to the 'New Library' icon in the 'mxWeb > Comment Builder' section.
- 4. Choose Phrase Library**: Points to the 'Library type' dropdown in the 'New Library Wizard'.
- 5. Name your new library**: Points to the 'Name' input field in the 'New Library Wizard'.
- 6. Click Next**: Points to the 'Next' button in the 'New Library Wizard'.

The interface includes a top navigation bar with 'mxWeb' and 'System Functions'. Below this are icons for 'Profile', 'Settings', 'Comment Builder', and 'Help Manuals'. A user profile section shows 'michael.williams@education.ky.gov'. The main content area has icons for 'New Library', 'Import Comment Library', 'Export Comment Library', 'Expect. Browser', and 'Toggle Browser'. The 'New Library Wizard' is currently active, showing 'Step 1: Name the Library' with instructions to 'Choose a name for your library as well as what type of library it will be.' It offers two library types: 'Comment Library' (selected) and 'Phrase Library'. The name 'Mike's Comments' is entered in the 'Name' field.

Comment Builder

mxWeb > Comment Builder > New Library Wizard

New Phrase Library Wizard

Step 2: Products

Choose the products you wish to use your phrase library in.

Mike's Comments

Library available for:

- ☐ IEPx
- ☐ eTeacher
- ☒ eWalk
- ☐ iNotice
- ☐ mVal

6. Select eWalk

7. Click Next

Next

8. Select New Category

9. Create a new category

10. Click Next

New Phrase Library Wizard


Step 3: Categories

Phrases are grouped by category. These categories may be edited later if needed.

Mike's Comments

Categories:

 New category

 Classroom

Next

mxWeb > Comment Builder > New Library Wizard

New Phrase Library Wizard

Setup Complete!

Your new phrase library has been created and is ready for you to edit!

Getting Started

Your phrase library is now ready for use! Click "Finish" to return to the editor.

Finish

11. Click Finish

Comment Builder

The image shows two screenshots of the mxWeb Comment Builder interface, illustrating the steps to create a new phrase. The interface has a green header bar with 'mxWeb > Comment Builder'. Below the header, there are two tabs: 'Comments' and 'Phrases'. The 'Phrases' tab is selected. On the left, there is a sidebar with 'My Libraries' and 'Shared Libraries' radio buttons, and a list of libraries including 'Mike's Comments'. On the right, there is a toolbar with icons for 'Save', 'New Phrase', 'Edit Settings', 'Delete Library', and 'Share'. Below the toolbar, there is a section titled 'Mike's Comments' with a 'Category' dropdown menu set to 'Classroom'. Below this, there is a table with two columns: 'Category' and 'Phrase'.

1. Select Phrases Tab

2. Select library

3. Select category

4. Click New Phrase

5. Type your new phrase

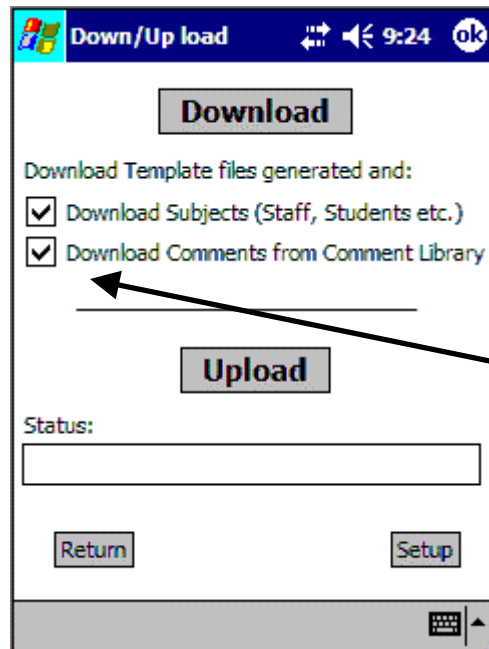
6. Click Save

7. Repeat as needed

8. Return to MxWeb

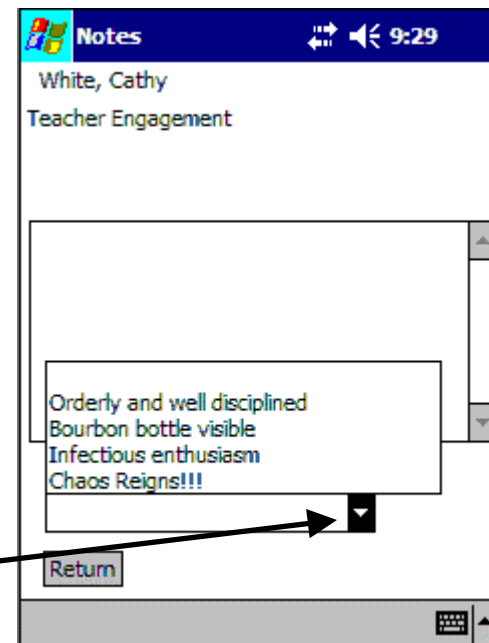
Category	Phrase
Classroom	Untitled
Classroom	Chaos Reigns!!!
Classroom	Infectious enthusiasm
Classroom	Bourbon bottle visible
Classroom	Orderly and well disciplined

Comment Builder



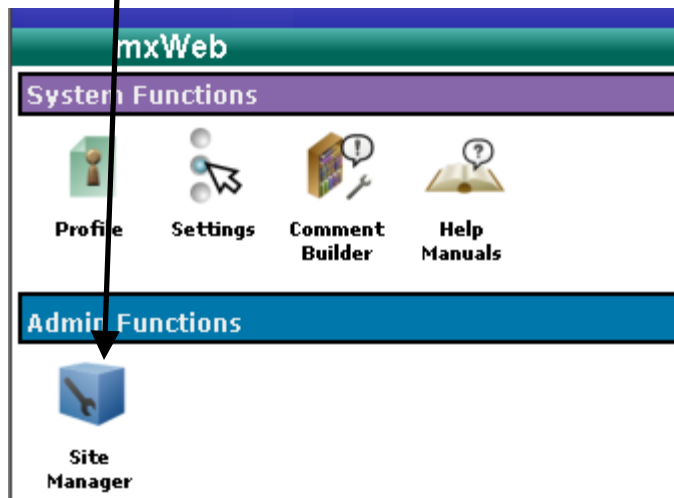
Next time you download be sure to check “Download Comments from the Comment Library”

Your comments will be visible when you tap the dropdown under “Select a comment:” in each element’s note section

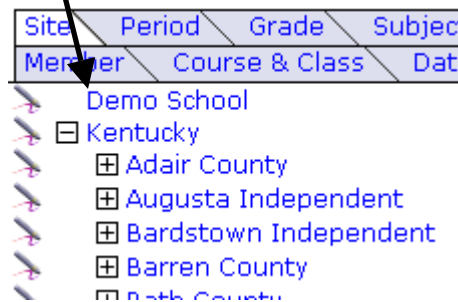


Deactivating Staff

1. Click Site Manager

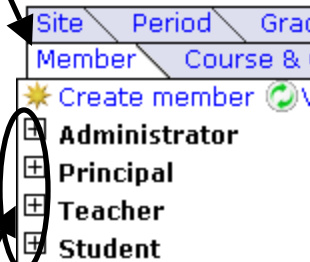


2. Select School



3. Click Member

Site Manager

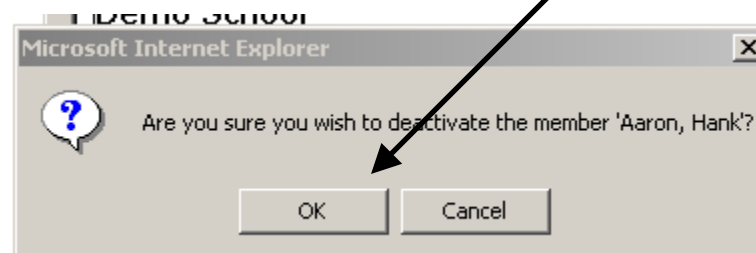


4. Select Subject

5. Click on Red Arrow



5. Click OK

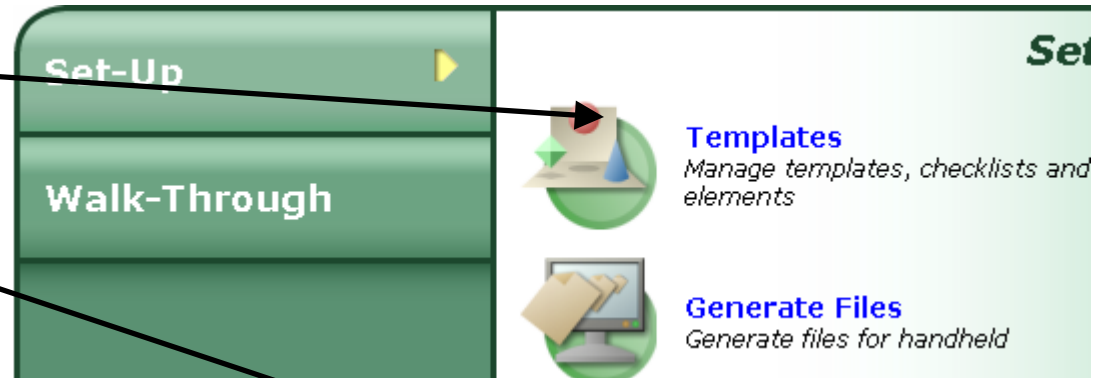


Sharing Templates

1. Select Templates
Manage templates

2. Select Template

3. Select Share



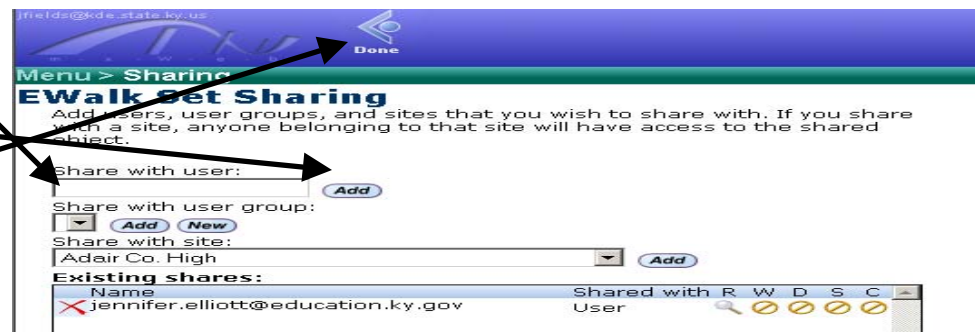
4	Pre-trip Inspection
6	Classroom Environment
1	Questioning Data

4. Enter user login of
whom you want to share
the template with



5. Click add

6. Click Done



Printing Forms

At the top of your web browser click on **TOOLS** **INTERNET OPTIONS** this will open a dialogue as shown below. Scroll down until you see an entry marked **Print Background colors and images**. Ensure that this box has a check mark beside it.

